



# Official Purchase Request

UNDER 5K	
OVER 5K	
OVER 50K	

Executive	Fire	Public Works	Police
Legislative	Liesure Services	Engineering	Capital
Judicial	Harbor	Water Operations	Capital
Legal	Community Development	Sewer Operations	Capital
General Admin.	Utility Billing	Traffic	Capital
Urban Development	Economic Development	Streets & Drainage	Other

Date: _____	Requisition #: _____
Requestor / POC: _____	PO #: _____
Department: _____	<b>Suggested Vendor:</b> _____ <b>Vendor #:</b> _____ <b>POC:</b> _____ <b>Phone #:</b> _____ <b>Fax #:</b> _____ <b>Email:</b> _____
Account #'s: _____	
_____	
_____	
_____	
STATE BID / BID GROUP: _____	
Council Approval: _____	

LINE	QTY	UOM	ITEM#	DESCRIPTION	UNIT COST	EXTENDED COST
1						\$ -
2						\$ -
3						\$ -
4						\$ -
5						\$ -
6						\$ -
7						\$ -
8						
9						

FREIGHT / SHIPPING COST						
TOTAL						

COMMENTS / JUSTIFICATION

REQUESTOR SIGNATURE _____	DATE _____	<div>P1</div> <div>DOC # _____</div>
AUTHORIZED SIGNATURE _____	DATE _____	

[PURCHASING WEBSITE LINK](#)